



Embassy of the United States of America

Guatemala City, Guatemala

September 1, 2105

**VACANCY ANNOUNCEMENT
15-026**

OPEN TO: All interested Candidates

POSITION: INL Procurement Agent
FSN-7/FP-7**

OPENING DATE: September 2, 2015

CLOSING DATE: September 16, 2015

WORK HOURS: Full time; 40 hours/week

SALARY: *Not-Ordinarily Resident
Position Grade: FP-7 be confirmed by Washington**
\$ 40,665 (Starting Annual Salary)

*Ordinarily Resident:
Position Grade FSN-7
Q 133,375 (Starting Annual Salary)

NOTE: ALL NOT ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT AND WORK PERMIT TO BE ELIGIBLE FOR CONSIDERATION. PLEASE REFER TO THE DEFINITIONS SECTION AT THE END OF THIS ANNOUNCEMENT.

APPLICANTS WHO APPLIED UNDER VACANCY NUMBER 15-016 WILL BE CONSIDERED FOR THIS ANNOUNCEMENT. PLEASE DO NOT RESEND YOUR APPLICATION PACKET.

The U.S. Embassy in Guatemala is seeking an individual for the position of **INL Procurement Agent** at the International Narcotics and Law Enforcement Affairs Office (INL).

BASIC FUNCTION OF THE POSITION:

Incumbent works under the supervision of the Procurement Team Leader. The incumbent is responsible for supporting a myriad of INL programs/projects acquisitions and contracts with an approximate annual value of

\$2,000,000.00, including the implementation, administration and performance of such contracts and their collateral administrative duties thereof. The incumbent prepares purchase actions and their proper documentation for commodities and services based on FAR, DOSAR and INL supplemental regulations (sole source/origin waivers, etc.). The incumbent is responsible for developing special projects assigned that require planning, work prioritization resolution of project problems and deadlines. The incumbent is an active member of the US Government Purchase Card Program by controlling, using and maintaining a government purchase card with a high limit of \$25,000 per transaction and \$100,000 per month. Incumbent must coordinate with INL management at post, INL/RM/GAPP in Washington, RPSO Ft. Lauderdale, post GSO and FMO, other agencies at post and GOG officials.

Please request a copy of the complete position description, which lists other duties, responsibilities and qualifications which will also be considered during the hiring/interview process is available in the Human Resources Office by sending an email to GuatemalaRecruitment@state.gov

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Four year university degree with studies in business administration, management, accounting or finance is required **OR** Two years of College studies in business administration, management, accounting or finance and five years of experience in a procurement field is required.
2. Three years of experience working in a procurement related field is required.
3. Level IV (Fluent) speaking/writing English is required. Level IV (Fluent) speaking/writing Spanish is required. Candidates will take proficiency tests (IGA Spanish Test or TELP English Test).
4. Good Working Knowledge (Level IV) of computer skills in Microsoft Excel, Word and Outlook is required. Candidates will take proficiency tests
5. Incumbent must be able to handle contract requests and follow up; has to be able to defined and ensure on technical specifications for supplies/services to be purchased/contracted are complete and appropriated; conducts market research to include identifying sources of supplies/services and obtaining pricing information as well.
6. The holder should also be able to follow up on status of procurement actions, including preparation of required correspondence as well as official correspondence in English and Spanish, and maintaining procurement files transportation keeping all other key personnel informed.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Incumbent must be able to obtain and hold a **LOCAL** clearance level.
7. **Incumbent must have a valid Guatemalan driver's license.**

TO APPLY

Interested candidates for this position must submit the following documents for consideration of the application:

1. Cover letter requesting the position, the Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174);
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., photocopy of DPI, driving license type "A," essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: Carolina Burbano
American Embassy Guatemala
7a. Calle "A" 7-01 zona 10

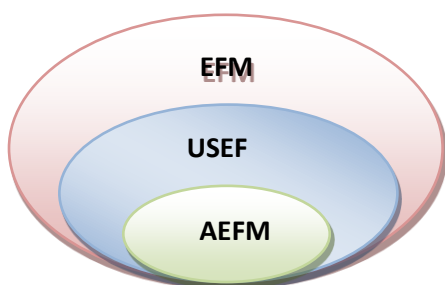
CLOSING DATE FOR THIS POSITION: SEPTEMBER 16, 2015

The U.S. Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A –DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and

Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.

Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- a. Position Title
- b. Position Grade
- c. Vacancy Announcement Number (if known)
- d. Dates Available for Work
- e. First, Middle, & Last Names as well as any other names used
- f. Current Address, Day, Evening, and Cell phone numbers
- g. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- h. U.S. Social Security Number and/or Identification Number
- i. Eligibility to work in the country (*Yes or No*)
- j. Special Accommodations the Mission needs to provide (*Yes or No; if yes provide explanation*)
- k. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- l. Days available to work
- m. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- n. U.S. Eligible Family Member and Veterans Hiring Preference
- o. Education
- p. License, Skills, Training, Membership, & Recognition
- q. Language Skills
- r. Work Experience
- s. References